

NOTICE OF VACANCY

HIRING OF CONTRACT OF SERVICE PERSONNEL

POSITION: (1) FOOD-DRUG REGULATION OFFICER I

PAY RATE: SG 11 (Php 23,877.00/month)

OFFICE : Cebu Testing Quality Assurance Laboratory

QUALIFICATION STANDARD	
Education	Bachelor’s degree relevant to the job.
Experience	None required
Training	None required
Eligibility	CS Professional/RA 1080

End user’s preferences:

Education: Bachelor’s degree relevant to the job preferably in Pharmacy, Chemistry, Biochemist (licensed as Chemist).

Experience: None required but preferably familiar and has knowledge in Chemical Laboratory.

Training: None required, but knowledgeable on:

- Good Laboratory practices and safety in the Laboratory
- ISO/IEC 17025 and ISO 9001 Quality Management System

Eligibility: Preferably with Career Service Professional and/or RA 1080

Job Description:

1. Assist in the conduct of test samples submitted for analysis in the laboratory;
2. Assist in the conduct of research related to laboratory analysis and methods;
3. Assist in the gathering of technical data establishment of the standard specification for FDA regulated products;
4. Assist in the development of operating policies, guidelines, plans and procedures related to the analysis of samples and compliance of standards rules and regulations enforced by FDA;
5. Provide technical assistance related to physico-chemical methods; and
6. Perform other related functions as may be assigned by immediate supervisor.

Applicants are advised to submit the following to the Human Resource Development Division, FDA Alabang Muntinlupa City.

1. Application Letter;
2. Duly Accomplished Personal Data Sheet (CS Form 212) (Downloadable at <http://www.fda.gov.ph/careers>) back-to-back, two copies;
3. Certified True Copy of Eligibility;
4. Certified True Copy of Diploma and Transcript of Record ;
5. Certificate of Attendance to training/s, if any;
6. NBI Clearance;
7. Certificate of Employment/Service Records.

Date posted: 18 February 2022

Deadline of submission: 24 February 2022

ARNOLD G. ALINDADA, Dr. HCM, MPH, RMT OIC, Deputy Director General for FROO	ATTY. RONALD R. DE VEYRA, MBA, CESO II Deputy Director General for Internal Management
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